



State of Alabama
Department of Finance
Division of Purchasing
Master Agreement
Modification

CONTRACT INFORMATION

MASTER AGREEMENT NUMBER: MA 999 16000000058

NOT TO EXCEED AMOUNT:

Begin Date: 05/23/2016

Procurement Folder: 121515

Expiration Date: 05/22/2020

Procurement Type: Master Agreement

Solicitation Number:

Replaces Award Document:

Award Date:

Replaced by Award Document:

Modification Date: 11/01/19

Version Number: 12

CONTACT INFORMATION

REQUESTOR:

Kerri Butler
334-353-0303
Kerri.Butler@purchasing.alabama.gov

ISSUER:

Kerri Butler
334-353-0303
Kerri.Butler@purchasing.alabama.gov

BUYER:

Kerri Butler
334-353-0303
Kerri.Butler@purchasing.alabama.gov

CONTRACT DESCRIPTION

Please review the Delivery Terms of this agreement.

Ship To:

Bill To:

REASON FOR MODIFICATION

Corrected vendor contact information

VENDOR INFORMATION

Name /Address:

VC000004825: OFFICE DEPOT INC
P O BOX 88040

CHICAGO IL 60680-1040

Contact:

Ricky Love
205-352-6298
ricky.love@officedepot.com

COMMODITY / SERVICE INFORMATION

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
1	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61505000000 - DO NOT USE. Use 5-digit code.
Adhesives and Applicators: Glue, Mucilage, Paste, etc.
Adhesive, Glues, Glue Sticks, Adhesive Removers

63% off Vendor catalog
48% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
2	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

71548660000 - DO NOT USE. Use 5- or 7-digit code.
REFERENCE BOOKS AND PUBLICATIONS
Dictionaries, Thesauruses, Diaries, Tickets, Reference Sets, etc.

48% off vendor catalog
33% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
3	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61573030000 - DO NOT USE. Use 5- or 7-digit code.
BOXES, ARCHIVE/STORAGE, RECYCLED, W/CARDBOARD LID
Archives Boxes, Cardboard Boxes, Storage Containers

61 % off vendor catalog
50% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
4	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

08035200000 - DO NOT USE. Use 5- or 7-digit code.
BADGES, NAME, SELF-ADHESIVE, REMOVABLE
Badges, Badge Holders, Lanyards

57% off vendor catalog
42% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
5	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61560400000 - DO NOT USE. Use 5- or 7-digit code.
OFFICE SUPPLIES, GENERAL (NOT OTHERWISE CLASSIFIED)
Binder Clips, Paper Clips, Panel Clips, Pushpins, Thumbtacks,
Safety Pins, Rubber Bands, Scissors, Shears, Cutters, Trimmers, Hole Punches

72% off vendor catalog
46% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
6	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61509020000 - DO NOT USE. Use 5- or 7-digit code.
BINDERS, ASSORTED MISCELLANEOUS
Binders, Combs, Rings, Spines

54% off vendor catalog
43% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
7	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

64518260000 - DO NOT USE. Use 5- or 7-digit code.
BOARDS, POSTER (CARDBOARD, PRINTING BLANKS), RECYCLED, MIN.

COMMODITY / SERVICE INFORMATION

White Boards, Bulletin Boards, Cork Boards, Easels, Poster Boards, Display Rails

55% off vendor catalog
36% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
8	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61515560000 - DO NOT USE. Use 5- or 7-digit code.
BOOKS, PLANNERS, ORGANIZERS, CALENDAR, TIME TEXT, DAY RUNNER
Appt Books, Phone Message Books, Statement Books,
Fax Message Books, While You Were Out Books, Forms, Calendars, Desk pads, Refills, Planners

58% off vendor catalog
46% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
9	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

20689000000 - DO NOT USE: Use 5-digit code.
Storage Devices, Electronic (Disk Drive Compatible)
CDs, DVDs, Cassette Tapes, Tape Cartridges, CD, and DVD cases, CD and DVD Storage,
VHS Tapes, Computer Disks and Diskettes, CD Mailers, Ribbons,
Computer Bags and Cases, Camera Film, Photo Paper, Camera Bags, Camera Cases

46% off vendor catalog
31% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
10	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

48550480000 - DO NOT USE. Use 5- or 7-digit code.
MATS, DOOR, POLYPROPYLENE RIBBED SURFACE, INDOOR/OUTDOOR, GR
Chair Mats, Door Mats, Floor Mats, Anti-fatigue Mats

62% off vendor catalog
43% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
11	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

19568100000 - DO NOT USE. Use 5- or 7-digit code.
CLOCKS, TIME, ELECTRIC, ACCESSORIES AND PARTS
Clocks

53% off vendor catalog
38% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
12	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61529000000 - DO NOT USE: Use 5-digit code.
Correction Fluid, Sheets and Tape, Including Thinners (For T
Correction Fluid, Correction Tape, Correction Pens

61% off vendor catalog
48% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
13	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

78557000000 - DO NOT USE: Use 5-digit code.
Erasers and Cleaners, Chalkboard and Dry Erase Board

COMMODITY / SERVICE INFORMATION

Chalk Erasers, Dry Eraser Erasers, Chalk

58% off vendor catalog
47% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
14	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61560000000 - DO NOT USE: Use 5-digit code.
Office Supplies, General (Not Otherwise Classified)
Calculators, Projectors, Digital Voice Recorders, Typewriters, Cameras, Laminators,
Pencil Sharpeners, Air Cleaners

49% off vendor catalog
37% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
15	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61600000000 - DO NOT USE: Use 3- or 5-digit code.
OFFICE SUPPLIES, GENERAL (NOT OTHERWISE CLASSIFIED)
Ink Pads, Refills, Calculator Ink, Stamps, Calculator Spools,
Adding Machine Tape, Cash Register Tape, Wide Format Paper Rolls

60% off vendor catalog
50% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
16	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61551320000 - DO NOT USE: Use 5- or 7-digit code.
LABELS, MISCELLANEOUS
Labels, Label Makers, Label Holders

56% off vendor catalog
44% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
17	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

64030000000 - DO NOT USE: Use 5-digit code.
Mailing Tubes and Storage Tubes
Mailing Tubes, Mailing Tubs, Packaging, Envelopes,
Fingertips, Letter Openers, Moistener, Butcher Paper

65% off vendor catalog
53% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
18	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

62090730000 - DO NOT USE: Use 5- or 7-digit code.
MARKERS, PEN, PAINT, PERMANENT, OIL-BASED PAINT, STEEL BALL
Markers, Highlighters, Felt Pens

63% off vendor catalog
48% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
19	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

42555460000 - DO NOT USE: Use 5- or 7-digit code.
KEYBOARD PAD, WORKSURFACE

COMMODITY / SERVICE INFORMATION

Mouse, Keyboards, Wrist rests, Keyboard Pads,
Mousepads, Keyboard Trays, Speakers

53% off vendor catalog
40% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
20	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

78573000000 - DO NOT USE: Use 5-digit code.

Notebooks and Spirals

Notebooks, Notepads, Pads of Paper,
Sticky Notes, Easel Pads, Stationary Paper

73% off vendor catalog
58% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
21	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61533620000 - DO NOT USE. Use 5- or 7-digit code.

ORGANIZERS, DESK TOP, SORTERS

Office organizers, inboxes, copyholders, pen and pencil holders,
wastebaskets, drawers, desktop shelves

62% off vendor catalog
47% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
22	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

62060000000 - DO NOT USE: Use 5-digit code.

Pencils, Lead; Pencil Leads; Pencil Lengtheners; etc.

pencil, pencil erasers, mechanical pencils, lead refills, pens, pen refills

68% off vendor catalog
61% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
23	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

78545690000 - DO NOT USE. Use 5- or 7-digit code.

RULERS AND MEASURING STICKS

protractors, rulers, yardsticks, compasses, engineer triangles, measuring tapes

62% off vendor catalog
47% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
24	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61545990000 - DO NOT USE. Use 5- or 7-digit code.

FOLDERS, MISCELLANEOUS

report covers, files, file folders, pocket files, portfolios, jackets, inserts,
folder frames, dividers, wallet files, file guides, index cards, business cards,
card holders, file indexes, tabs, ledgers, tab reinforcement, tags, sheet protectors, clipboard, flag tape

66% off vendor catalog
55% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
25	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

80186400000 - DO NOT USE. Use 5- or 7-digit code.

SIGNS, POSTS, POSTERS, MISCELLANEOUS

COMMODITY / SERVICE INFORMATION

signs, sign holders, flyer holders, racks, literature displays, name plates

50% off vendor catalog
26% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
26	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61581000000 - DO NOT USE: Use 5-digit code.

Staples
staplers, staples, staple removers62% off vendor catalog
41% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
27	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61588000000 - DO NOT USE: Use 5-digit code.

Tape and Dispensers, Office Type
Tape Dispensers, Embossing Tape, Velcro Products61% off vendor catalog
46% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
28	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

65592000000 - DO NOT USE: Use 5-digit code.

Transparency Film
Transparency Film, Transparency Paper, Laminating Supplies, Laminating Pouches57% off vendor catalog
30% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
29	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

20432850000 - DO NOT USE. Use 5- or 7-digit code.

USB PORTABLE DRIVES, AND PARTS AND ACCESSORIES
USB Drives, Flash Memory, Zip Disks34% off vendor catalog
10% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
30	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

78532750000 - DO NOT USE. Use 5- or 7-digit code.

SUPPLIES, SCHOOL, VARIOUS (NOT OTHERWISE CLASSIFIED)
"School Supplies" Art Paper, Art Supplies, Construction Paper, Crepe Paper, Paint, Games/Learning Tools, Crayons66% off vendor catalog
50% off wholesale catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
31	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61660000000 - DO NOT USE: Use 5-digit code.

Office Supplies, General (Not Otherwise Classified), Environ
Un-Categorized Spend (This must be approved by Purchasing prior to ordering)40% off vendor catalog
27% off wholesale catalog

COMMODITY / SERVICE INFORMATION

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
32	0	EA	\$0.000000	\$0.00			\$0.00	\$0.00
2077221 - CARTRIDGES, HP LASER AND LASER JET PRINTERS CARTRIDGES, HP LASER AND LASER JET PRINTERS Toner Cartridges, LaserJet HP Brand only including high yield 45% off vendor catalog 37% off wholesale catalog								
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
33	0	EA	\$0.000000	\$0.00			\$0.00	\$0.00
2077291 - TONER CARTRIDGES, LASER PRINTERS, TYPE I NEW OEM OR NATIONAL TONER CARTRIDGES, HP All other HP brand toner and ink Cartridges, fusers, kits, and drums 42% off vendor catalog 31% off wholesale catalog								
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
34	0	EA	\$0.000000	\$0.00			\$0.00	\$0.00
2077293 - TONER CARTRIDGES (BRAND LISTED OR EQUAL) TONER CARTRIDGES (BRAND LISTED OR EQUAL) Toner and ink cartridges, fusers, kits, drums, All Other Brands 39% off vendor catalog 34% off wholesale catalog								

Final

All terms, conditions, and any amendments to solicitation are part of this contract as if fully reproduced herein .

Approved:



Purchasing Director

APPROVALS			
Date	Status Before	Status After	Approver

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Authority:

The Department of Finance Code of Administrative procedure, Chapter 356-4-1 effective September 7, 2012 is incorporated by reference and made a part of this document. To view the Code of Administrative procedures visit our website www.purchasing.alabama.gov.

Choice of Law; Venue:

This Contract will be governed by laws of the State of Alabama and the sole venue for litigation and alternative dispute resolution activities will be the City of Montgomery in the State of Alabama.

Not to Constitute a Debt of the State:

The terms and commitments contained in the RFB, or any contract resulting from this RFB, shall not constitute a debt of the State of Alabama, the incurring of which is prohibited by Section 213 of the Official Recompilation of the Constitution of Alabama, 1901, as amended by Amendment No. 26.

Bid Response Instructions:

In order to submit a responsive bid, bidder must read and follow all instructions, terms, conditions and specifications of this solicitation.

1. Bid envelope(s)/package(s)/box(es) must be identified with the bid number and opening date. Each individual bid must be submitted in a separate envelope. Responses to multiple bid numbers submitted in the same package that are not in separate envelopes and properly identified will be rejected. The Division of Purchasing does not assume responsibility for late bids for any reason including those due to postal or courier service. Bid responses must be in the Division of Purchasing office prior to the "close date and time" indicated on the bid.
2. Bid responses must be in ink or typed on this document, or replicated in the exact format. Signatures must be handwritten originals in ink or the bid will be rejected. Unless indicated in the bid, all price pages must be completed and returned. If an item is not being bid, identify it as N/B (no-bid). Pages should be secured. The Division of Purchasing does not assume responsibility for missing pages. Faxed/emailed bid responses will not be accepted.
3. The unit price always governs regardless of the extended amount. A unit price change on a line must be initialed by the person signing the bid or that line will be rejected. Price changes include but are not limited to cross-out, strike-over, ink-over, white-out, erasure, or any other method changing the price.
4. The Division of Purchasing requires an original and a minimum of one exact copy of the signed, notarized bid to include any required addendum(s) and documentation. The original and the copy should be submitted together as a bid package.
5. An improperly submitted bid, late bid or a bid that is canceled on or before the opening date may be retrieved during normal business hours. These bids will be held for 90 days then destroyed. The Division of Purchasing assumes no responsibility for the document after 90 days. Bids retrieved by vendor(s) are considered withdrawn and vendor(s) relinquishes all rights to protest.

Bid rejection:

Bidders shall not place any qualification, exceptions, conditions, reservations, limitations, or substitutions in their bid concerning the contract terms and conditions. Any such qualifications, exceptions, conditions, reservations, limitations or substitutions shall result in rejection of the bid.

Bids that are improperly submitted or received late will be documented for record but will not be returned nor will bidder be notified.

The following is a partial list whereby a bid response will be rejected:

Bid number not on envelope/package/box
 Bid responses with multiple bid numbers in same envelope not properly identified
 Bid responses received late
 Bid responses not signed/not original signature
 Bid responses not notarized/not original signature of notary and/or notary expiration
 Bidder notarized own signature
 Required information not submitted with bid response
 Failure to submit the original bid and a complete exact copy
 Bid response received from non-subscribed/expired vendor

Beason-Hammon Alabama taxpayer and Citizen Protection Act (Act 2011-535 and as amended by Act 2012-491)

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As a condition for award of this bid, the vendor acknowledges the following:

“By signing this contract, the contracting parties affirm, for the duration of any agreement that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.”

Verification of enrollment in the E-verify program will be required prior to any award to a vendor who employs one or more employees within the State of Alabama. E-verify documentation should be identified with the bid number and the buyer name. Failure to provide documentation within 5 calendar days of notification will result in the rejection of your bid. To enroll in the E-verify program visit <https://www.e-verify.gov/>

Certification Pursuant to Act no. 2006-557

Alabama Law (section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By submitting this bid, the bidder is hereby certifying that they are in full compliance with Act no. 206-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.

Information and assistance to minority and women-owned businesses in acquiring M/WBE certification may be obtained from the office of minority business enterprises at www.adeca.alabama.gov

In compliance with Act 2016-312, by submitting this bid the contractor hereby certifies that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.

*****STANDARD TERMS and CONDITIONS*****

Vendor Registration and Subscription Fee

Vendors may receive bid notices by registering at the State of Alabama vendor self-service (VSS) portal, <https://procurement.staars.alabama.gov>. Vendors wishing to respond to Requests for Bids (RFB) must be subscribed. Once registered, you may subscribe by clicking the “Pay Subscription Fee” link at the top of the VSS home page. Payments must be made by credit or debit card.

Subscribed Vendors should provide their VSS-assigned vendor number on all bid submissions. Doing so prevents unnecessary delays in verifying that a vendor is presently subscribed in VSS. Bid responses will not be accepted from non-subscribed vendors.

In the event a vendor fails to provide its VSS-assigned vendor number or provides an incorrect number, the State reserves the right to clarify this information with the vendor. Failure of the vendor to provide the requested clarification within five (5) calendar days may result in the vendor’s response being rejected as non-responsive. A vendor’s subscription must be maintained throughout the term on an active contract, to include any renewal periods.

Non-appropriation of funds

Continuation of any agreement between the State and a bidder beyond a fiscal year is contingent upon continued legislative appropriation of funds for the purpose of this bid and any resulting agreement. Non-availability of funds at any time shall cause any agreement to become void and unenforceable and no liquidated damages shall accrue to the state as a result. The State will not incur liability beyond the payment of accrued agreement payment.

Proration

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Any provision of a contract resulting from this bid to the contrary notwithstanding, in the event of failure of the State to make payment hereunder as a result of partial unavailability, at the time such payment is due, of such sufficient revenues of the State to make such payment (proration of appropriated funds for the State having been declared by the governor pursuant to Section 41-4-90 of the Code of Alabama 1975), the contractor shall have the option, in addition to the other remedies of the contract, of renegotiating the contract (extending or changing payment terms or amounts) or terminating the contract.

Intent to Award

The State of Alabama – Division of Purchasing will issue an ‘Intent to Award’ before a final award is made. The ‘Intent to Award’ will continue for a period of five (5) calendar days, after which the award will be final provided there are no protests. Upon final award, all rights to protest are forfeited. A detailed explanation of this process may be reviewed in the Alabama Administrative Code – Chapter 355-4-1(14). All protest communications filed via email must be sent to protests@purchasing.alabama.gov

Alternate Bid Response

Unless stated elsewhere in this Request for Bid (RFB) the State of Alabama will accept and evaluate alternate bid submittals on any Request for Bid’s (RFBs) provided the response meets all bid requirements.

Internet Website Link’s

Internet and/or website links will not be accepted in bid responses as a means to supply any requirements stated in this Request for Bid (RFB).

Product Delivery, Receiving and Acceptance

In accordance with the Universal Commerce Code (Code of Alabama, Title 7), after delivery, the State of Alabama has the right to inspect all products before accepting. The State will inspect products in a reasonable timeframe. Signature on a delivery document does not constitute acceptance by the State. The State will accept products only after satisfactory inspection.

Sales Tax Exemption

Pursuant to the Code of Alabama, 1975, Title 40-23-4 (A)(11), the State of Alabama is exempt from paying sales tax. An exemption letter will be furnished upon request.

Invoices

Inquiries concerning invoice payments are to be directed to the receiving agency.

Bid Responses and Bid Results

Unevaluated Bid Responses are available on our website at www.purchasing.alabama.gov. The complete bid file will be made available for review in the Division of Purchasing by scheduling an appointment. We do not provide copies of bid files.

Foreign Corporation – Certificate of Authority

Alabama Law provides that a foreign corporation (an out-of-state company/firm) may not transact business in the State of Alabama until it obtains a Certificate of Authority from the Secretary of State. Section 10-2B15.01, Code of Alabama 1975. To obtain forms for a Certificate of Authority, contact the Secretary of State, Corporations Division, (334) 242-5324. The Certificate of Authority does not prevent the vendor from submitting a bid.

Alabama Preferred Vendor

A “Preferred Vendor” shall be a person, firm, or corporation that is granted preference priority by meeting all of the following criteria as established by the Code of Alabama Section 41-16-20.

Priority 1. Produces or manufactures the product within the State.

Priority 2. Has an assembly plant or distribution facility for the product within the State.

Priority 3. Is organized for business under the applicable laws of the State as a corporation, partnership, or professional association and has maintained at least one retail outlet or service center for the product or service within the State for not less than one year prior to the deadline date for the competitive bid.

Preferred vendor status must be indicated on the pricing page(s) of your bid response in order to be considered for preferred vendor preference. By signing this bid, you affirm that the item(s) indicated meet all three criteria of a preferred vendor.

Bid item(s) meeting the criteria of preferred vendor where pricing is within 1% of the lowest compliant bid may be considered for award by the awarding authority.

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Proration:

Any provision of a contract resulting from this bid to the contrary notwithstanding, in the event of failure of the State to make payment hereunder as a result of partial unavailability, at the time such payment is due, of such sufficient revenues of the State to make such payment (proration of appropriated funds for the State having been declared by the governor pursuant to Section 41-4-90 of the Code of Alabama 1975), the contractor shall have the option, in addition to the other remedies of the contract, of renegotiating the contract (extending or changing payment terms or amounts) or terminating the contract.

Non-Appropriation of Funds:

Continuation of any agreement between the state and a bidder beyond a fiscal year is contingent upon continued legislative appropriation of funds for the purpose of this bid and any resulting agreement. Non-availability of funds at any time shall cause any agreement to become void and unenforceable and no liquidated damages shall accrue to the state as a result. The State will not incur liability beyond the payment of accrued agreement payment.

Administrative fee:

Awarded bidder(s) are to pay the State an administrative fee for all sales made under this contract. This fee will be 1 % (0.01) of the total dollar amount for all sales. The fee is to be paid each month before the 20th and will represent a single, one-time payment for all sales made in the prior month and as adjusted for errors associated with earlier months. This fee is not to be listed as a separate cost on invoices. The awarded bidder(s) will be required to provide a summary report each month before the 20th listing sales made during the prior calendar month. This report is to include the report contract number, purchasing entity, sales amount, and fee amount. A report is due even when there is no activity. This report is to be sent electronically to telecom.admin@isd.alabama.gov. A copy of the summary report is to also accompany the payment. The remittance is to be identified with the reporting month and contract number.

Remittance is to be payable to the "State of Alabama Department of Finance" and be sent to:

Alabama Department of Finance
Division of Accounting and Administration
PO Box 300658
Montgomery, Alabama 36130-0658

For internal information only: fee distribution 1% to the State Procurement fund and 0 % to the Finance ISD Revolving fund.

Contract period:

Establish a 12 month contract with an option to extend for a second, third, fourth, and fifth 12 month period with the same pricing, terms and conditions. The second, third, fourth, or fifth 12 month period, if agreed by both parties, would begin the day after the first, second, third, or fourth 12 month period expires. Any successive extension must have written approval of both the state and vendor no later than 30 days prior to expiration of the previous 12 month period.

Award:

Each awarded vendor must have an in-state account manager to answer all end-user questions, set up on-line accounts, and submit quotes for contract items. All calls and emails must be returned within (24) twenty-four hours after receiving the call or email from the buying entity. Each awarded vendor must provide the vendor catalog and wholesale catalog, if requested, by the buying entity at no additional charge.

Delivery:

Vendor shall make every effort to "ship complete" all orders. If a partial shipment is necessary, the contractor must contact the end user prior to shipment. The end user will have the option to accept partial shipments, to cancel the order or to accept an alternate in-stock equivalent product. All communications concerning partial shipments must be in writing. All deliveries must be inside delivery. Dock delivery is unacceptable unless agreed upon by the end user, in writing, prior to delivery. All boxes within the carton must be packed and sealed firmly. Loose items are not acceptable.

Substitutions:

Substitutions are not acceptable, unless they are approved by Purchasing and the end user, in writing, prior to delivery. These substitutions must be equal or better than the original item.



State of Alabama
Department of Finance
Division of Purchasing
Master Agreement
Modification

CONTRACT INFORMATION

MASTER AGREEMENT NUMBER: MA 999 16000000061

NOT TO EXCEED AMOUNT:

Begin Date: 05/23/2016

Procurement Folder: 122408

Expiration Date: 05/22/2020

Procurement Type: Master Agreement

Solicitation Number:

Replaces Award Document:

Award Date:

Replaced by Award Document:

Modification Date: 11/13/19

Version Number: 15

CONTACT INFORMATION

REQUESTOR:

Kerri Butler
334-353-0303
Kerri.Butler@purchasing.alabama.gov

ISSUER:

Kerri Butler
334-353-0303
Kerri.Butler@purchasing.alabama.gov

BUYER:

Kerri Butler
334-353-0303
Kerri.Butler@purchasing.alabama.gov

CONTRACT DESCRIPTION

****Please review the Delivery Terms of this agreement.****

Ship To:

Bill To:

REASON FOR MODIFICATION

Added additional lines for toner cartridges.

VENDOR INFORMATION

Name /Address:

VC000115146: Staples
DBA: Staples Contract & Commercial
PO BOX 105748

Atlanta GA 30348-5748

Contact:

Sandra Knight
205-223-0196
sandra.knight@staples.com

COMMODITY / SERVICE INFORMATION

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
1	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00
61600000000 - DO NOT USE. Use 3- or 5-digit code. Adhesives and Applicators: Glue, Mucilage, Paste, etc. Adhesive, Glues, Glue Sticks, Adhesive Removers 65% off Vendor Catalog 48% off wholesale Catalog								
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
2	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00
71548660000 - DO NOT USE. Use 5- or 7-digit code. REFERENCE BOOKS AND PUBLICATIONS Dictionaries, Thesauruses, Diaries, Tickets, Reference Sets, etc. 59% off Vendor Catalog 59% off wholesale Catalog								
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
3	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00
61573030000 - DO NOT USE. Use 5- or 7-digit code. BOXES, ARCHIVE/STORAGE, RECYCLED, W/CARDBOARD LID Archives Boxes, Cardboard Boxes, Storage Containers 58% off Vendor Catalog 53% off wholesale Catalog								
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
4	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00
08035200000 - DO NOT USE. Use 5- or 7-digit code. BADGES, NAME, SELF-ADHESIVE, REMOVABLE Badges, Badge Holders, Lanyards 50% off Vendor Catalog 38% off wholesale Catalog								
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
5	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00
61560400000 - DO NOT USE. Use 5- or 7-digit code. OFFICE SUPPLIES, GENERAL (NOT OTHERWISE CLASSIFIED) Binder Clips, Paper Clips, Panel Clips, Pushpins, Thumbtacks, Safety Pins, Rubber Bands, Scissors, Shears, Cutters, Trimmers, Hole Punches 65% off Vendor Catalog 52% off wholesale Catalog								
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
6	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00
61509020000 - DO NOT USE. Use 5- or 7-digit code. BINDERS, ASSORTED MISCELLANEOUS Binders, Combs, Rings, Spines 64% off Vendor Catalog 61% off wholesale Catalog								
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
7	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00
64518260000 - DO NOT USE. Use 5- or 7-digit code. BOARDS, POSTER (CARDBOARD, PRINTING BLANKS), RECYCLED, MIN.								

COMMODITY / SERVICE INFORMATION

White Boards, Bulletin Boards, Cork Boards, Easels, Poster Boards, Display Rails

40% off Vendor Catalog
31% off wholesale Catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
8	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61515560000 - DO NOT USE: Use 5- or 7-digit code.

BOOKS, PLANNERS, ORGANIZERS, CALENDAR, TIME TEXT, DAY RUNNER

Appt Books, Phone Message Books, Statement Books,

Fax Message Books, While You Were Out Books, Forms, Calendars, Desk pads, Refills, Planners

52% off Vendor Catalog
45% off wholesale Catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
9	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

20689000000 - DO NOT USE: Use 5-digit code.

Storage Devices, Electronic (Disk Drive Compatible)

CDs, DVDs, Cassette Tapes, Tape Cartridges, CD, and DVD cases, CD and DVD Storage,

VHS Tapes, Computer Disks and Diskettes, CD Mailers, Ribbons,

Computer Bags and Cases, Camera Film, Photo Paper, Camera Bags, Camera Cases

44% off Vendor Catalog
31% off wholesale Catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
10	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

48550480000 - DO NOT USE: Use 5- or 7-digit code.

MATS, DOOR, POLYPROPYLENE RIBBED SURFACE, INDOOR/OUTDOOR, GR

Chair Mats, Door Mats, Floor Mats, Anti-fatigue Mats

54% off Vendor Catalog
49% off wholesale Catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
11	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

19568100000 - DO NOT USE: Use 5- or 7-digit code.

CLOCKS, TIME, ELECTRIC, ACCESSORIES AND PARTS

Clocks

46% off Vendor Catalog
36% off wholesale Catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
12	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61529000000 - DO NOT USE: Use 5-digit code.

Correction Fluid, Sheets and Tape, Including Thinners (For T

Correction Fluid, Correction Tape, Correction Pens

65% off Vendor Catalog
59% off wholesale Catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
13	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

78557000000 - DO NOT USE: Use 5-digit code.

Erasers and Cleaners, Chalkboard and Dry Erase Board

COMMODITY / SERVICE INFORMATION

Chalk Erasers, Dry Eraser Erasers, Chalk

55% off Vendor Catalog
52% off wholesale Catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
14	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

6156000000 - DO NOT USE: Use 5-digit code.
Office Supplies, General (Not Otherwise Classified)
Calculators, Projectors, Digital Voice Recorders, Typewriters, Cameras, Laminators,
Pencil Sharpeners, Air Cleaners

42% off Vendor Catalog
29% off wholesale Catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
15	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61560400000 - DO NOT USE. Use 5- or 7-digit code.
OFFICE SUPPLIES, GENERAL (NOT OTHERWISE CLASSIFIED)
Ink Pads, Refills, Calculator Ink, Stamps, Calculator Spools,
Adding Machine Tape, Cash Register Tape, Wide Format Paper Rolls

53% off Vendor Catalog
40% off wholesale Catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
16	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61551320000 - DO NOT USE. Use 5- or 7-digit code.
LABELS, MISCELLANEOUS
Labels, Label Makers, Label Holders

63% off Vendor Catalog
42% off wholesale Catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
17	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

64030000000 - DO NOT USE: Use 5-digit code.
Mailing Tubes and Storage Tubes
Mailing Tubes, Mailing Tubs, Packaging, Envelopes,
Fingertips, Letter Openers, Moistener, Butcher Paper

67% off Vendor Catalog
58% off wholesale Catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
18	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

62090730000 - DO NOT USE. Use 5- or 7-digit code.
MARKERS, PEN, PAINT, PERMANENT, OIL-BASED PAINT, STEEL BALL
Markers, Highlighters, Felt Pens

59% off Vendor Catalog
52% off wholesale Catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
19	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

42555460000 - DO NOT USE. Use 5- or 7-digit code.
KEYBOARD PAD, WORKSURFACE

COMMODITY / SERVICE INFORMATION

Mouse, Keyboards, Wrist rests, Keyboard Pads,
Mousepads, Keyboard Trays, Speakers

40% off Vendor Catalog
27% off wholesale Catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
20	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

78573000000 - DO NOT USE: Use 5-digit code.

Notebooks and Spirals

Notebooks, Notepads, Pads of Paper, Sticky Notes, Easel Pads, Stationary Paper

74% off Vendor Catalog
55% off wholesale Catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
21	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61533620000 - DO NOT USE. Use 5- or 7-digit code.

ORGANIZERS, DESK TOP, SORTERS

Office organizers, inboxes, copyholders, pen and pencil holders,
wastebaskets, drawers, desktop shelves

56% off Vendor Catalog
38% off wholesale Catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
22	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

62060000000 - DO NOT USE: Use 5-digit code.

Pencils, Lead; Pencil Leads; Pencil Lengtheners; etc.

pencil, pencil erasers, mechanical pencils, lead refills, pens, pen refills

62% off Vendor Catalog
47.40% off wholesale Catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
23	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

78545690000 - DO NOT USE. Use 5- or 7-digit code.

RULERS AND MEASURING STICKS

protractors, rulers, yardsticks, compasses, engineer triangles, measuring tapes

56% off Vendor Catalog
52% off wholesale Catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
24	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61545990000 - DO NOT USE. Use 5- or 7-digit code.

FOLDERS, MISCELLANEOUS

report covers, files, file folders, pocket files, portfolios, jackets, inserts,
folder frames, dividers, wallet files, file guides, index cards, business cards,
card holders, file indexes, tabs, ledgers, tab reinforcement, tags, sheet protectors, clipboard, flag tape

66% off Vendor Catalog
56% off wholesale Catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
25	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

80186400000 - DO NOT USE. Use 5- or 7-digit code.

SIGNS, POSTS, POSTERS, MISCELLANEOUS

COMMODITY / SERVICE INFORMATION

signs, sign holders, flyer holders, racks, literature displays, name plates

50% off Vendor Catalog
42% off wholesale Catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
26	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61581000000 - DO NOT USE: Use 5-digit code.

Staples
staplers, staples, staple removers63% off Vendor Catalog
55% off wholesale Catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
27	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61588000000 - DO NOT USE: Use 5-digit code.

Tape and Dispensers, Office Type
Tape Dispensers, Embossing Tape, Velcro Products59% off Vendor Catalog
55% off wholesale Catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
28	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

65592000000 - DO NOT USE: Use 5-digit code.

Transparency Film
Transparency Film, Transparency Paper, Laminating Supplies, Laminating Pouches45% off Vendor Catalog
25% off wholesale Catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
29	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

20432850000 - DO NOT USE. Use 5- or 7-digit code.

USB PORTABLE DRIVES, AND PARTS AND ACCESSORIES
USB Drives, Flash Memory, Zip Disks60% off Vendor Catalog
24% off wholesale Catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
30	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

78532750000 - DO NOT USE. Use 5- or 7-digit code.

SUPPLIES, SCHOOL, VARIOUS (NOT OTHERWISE CLASSIFIED)
"School Supplies" Art Paper, Art Supplies, Construction Paper, Crepe Paper, Paint, Games/Learning Tools, Crayons40% off Vendor Catalog
40% off wholesale Catalog

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
31	0	LOT	\$0.000000	\$0.00			\$0.00	\$0.00

61660000000 - DO NOT USE: Use 5-digit code.

Office Supplies, General (Not Otherwise Classified), Environ
Un-Categorized Spend (This must be approved by Purchasing prior to ordering)47% off Vendor Catalog
40% off wholesale Catalog

COMMODITY / SERVICE INFORMATION

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
32	0	EA	\$0.000000	\$0.00			\$0.00	\$0.00
2077221 - CARTRIDGES, HP LASER AND LASER JET PRINTERS CARTRIDGES, HP LASER AND LASER JET PRINTERS Toner cartridges, LaserJet HP Brand only including high yield 45% off vendor catalog 37% off wholesale catalog								
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
33	0	EA	\$0.000000	\$0.00			\$0.00	\$0.00
2077291 - TONER CARTRIDGES, LASER PRINTERS, TYPE I NEW OEM OR NATIONAL TONER CARTRIDGES, LASER PRINTERS, TYPE I NEW OEM OR NATIONAL All other HP brand toner and ink Cartridges, fusers, kits, and drums 42% off vendor catalog 31% off wholesale catalog								
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
34	0	EA	\$0.000000	\$0.00			\$0.00	\$0.00
2077293 - TONER CARTRIDGES (BRAND LISTED OR EQUAL) TONER CARTRIDGES (BRAND LISTED OR EQUAL) Toner and ink cartridges, fusers, kits, drums, All other Brands 39% off vendor catalog 34% off wholesale catalog								

Final

All terms, conditions, and any amendments to solicitation are part of this contract as if fully reproduced herein .

Approved:



Purchasing Director

APPROVALS			
Date	Status Before	Status After	Approver

16000000061	Document Phase Final	Document Description ****Please review the Delivery Terms of this agreement.****	Page 8 of 12
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Authority:

The Department of Finance Code of Administrative procedure, Chapter 356-4-1 effective September 7, 2012 is incorporated by reference and made a part of this document. To view the Code of Administrative procedures visit our website www.purchasing.alabama.gov.

Choice of Law; Venue:

This Contract will be governed by laws of the State of Alabama and the sole venue for litigation and alternative dispute resolution activities will be the City of Montgomery in the State of Alabama.

Not to Constitute a Debt of the State:

The terms and commitments contained in the RFB, or any contract resulting from this RFB, shall not constitute a debt of the State of Alabama, the incurring of which is prohibited by Section 213 of the Official Recompilation of the Constitution of Alabama, 1901, as amended by Amendment No. 26.

Bid Response Instructions:

In order to submit a responsive bid, bidder must read and follow all instructions, terms, conditions and specifications of this solicitation.

1. Bid envelope(s)/package(s)/box(es) must be identified with the bid number and opening date. Each individual bid must be submitted in a separate envelope. Responses to multiple bid numbers submitted in the same package that are not in separate envelopes and properly identified will be rejected. The Division of Purchasing does not assume responsibility for late bids for any reason including those due to postal or courier service. Bid responses must be in the Division of Purchasing office prior to the "close date and time" indicated on the bid.
2. Bid responses must be in ink or typed on this document, or replicated in the exact format. Signatures must be handwritten originals in ink or the bid will be rejected. Unless indicated in the bid, all price pages must be completed and returned. If an item is not being bid, identify it as N/B (no-bid). Pages should be secured. The Division of Purchasing does not assume responsibility for missing pages. Faxed/emailed bid responses will not be accepted.
3. The unit price always governs regardless of the extended amount. A unit price change on a line must be initialed by the person signing the bid or that line will be rejected. Price changes include but are not limited to cross-out, strike-over, ink-over, white-out, erasure, or any other method changing the price.
4. The Division of Purchasing requires an original and a minimum of one exact copy of the signed, notarized bid to include any required addendum(s) and documentation. The original and the copy should be submitted together as a bid package.
5. An improperly submitted bid, late bid or a bid that is canceled on or before the opening date may be retrieved during normal business hours. These bids will be held for 90 days then destroyed. The Division of Purchasing assumes no responsibility for the document after 90 days. Bids retrieved by vendor(s) are considered withdrawn and vendor(s) relinquishes all rights to protest.

Bid rejection:

Bidders shall not place any qualification, exceptions, conditions, reservations, limitations, or substitutions in their bid concerning the contract terms and conditions. Any such qualifications, exceptions, conditions, reservations, limitations or substitutions shall result in rejection of the bid.

Bids that are improperly submitted or received late will be documented for record but will not be returned nor will bidder be notified.

The following is a partial list whereby a bid response will be rejected:

Bid number not on envelope/package/box
 Bid responses with multiple bid numbers in same envelope not properly identified
 Bid responses received late
 Bid responses not signed/not original signature
 Bid responses not notarized/not original signature of notary and/or notary expiration
 Bidder notarized own signature
 Required information not submitted with bid response
 Failure to submit the original bid and a complete exact copy
 Bid response received from non-subscribed/expired vendor

Beason-Hammon Alabama taxpayer and Citizen Protection Act (Act 2011-535 and as amended by Act 2012-491)

16000000061	Document Phase Final	Document Description ****Please review the Delivery Terms of this agreement.****	Page 9 of 12
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As a condition for award of this bid, the vendor acknowledges the following:

“By signing this contract, the contracting parties affirm, for the duration of any agreement that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.”

Verification of enrollment in the E-verify program will be required prior to any award to a vendor who employs one or more employees within the State of Alabama. E-verify documentation should be identified with the bid number and the buyer name. Failure to provide documentation within 5 calendar days of notification will result in the rejection of your bid. To enroll in the E-verify program visit www.dhs.gov/e-verify.

Certification Pursuant to Act no. 2006-557

Alabama Law (section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By submitting this bid, the bidder is hereby certifying that they are in full compliance with Act no. 206-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.

Information and assistance to minority and women-owned businesses in acquiring M/WBE certification may be obtained from the office of minority business enterprises at www.adeca.alabama.gov

In compliance with Act 2016-312, by submitting this bid the contractor hereby certifies that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.

*****STANDARD TERMS and CONDITIONS *****

Vendor Registration and Subscription Fee

Vendors may receive bid notices by registering at the State of Alabama vendor self-service (VSS) portal, <https://procurement.staars.alabama.gov>. Vendors wishing to respond to bids must be subscribed. Bid responses will not be accepted from non-subscribed vendors. Once registered you may subscribe by clicking the “pay subscription fee” tab at the top of the VSS home page. Payments must be made by credit or debit card. Vendors should provide their VSS assigned vendor number on all bid responses. A vendor’s subscription must be maintained throughout the term of an awarded contract, to include renewal periods.

Non-appropriation of funds

Continuation of any agreement between the State and a bidder beyond a fiscal year is contingent upon continued legislative appropriation of funds for the purpose of this bid and any resulting agreement. Non-availability of funds at any time shall cause any agreement to become void and unenforceable and no liquidated damages shall accrue to the state as a result. The State will not incur liability beyond the payment of accrued agreement payment.

Proration

Any provision of a contract resulting from this bid to the contrary notwithstanding, in the event of failure of the State to make payment hereunder as a result of partial unavailability, at the time such payment is due, of such sufficient revenues of the State to make such payment (proration of appropriated funds for the State having been declared by the governor pursuant to Section 41-4-90 of the Code of Alabama 1975), the contractor shall have the option, in addition to the other remedies of the contract, of renegotiating the contract (extending or changing payment terms or amounts) or terminating the contract.

Intent to Award

The State of Alabama – Division of Purchasing will issue an ‘Intent to Award’ before a final award is made. The ‘Intent to Award’ will continue for a period of five (5) calendar days, after which the award will be final provided there are no protests. Upon final award, all rights to protest are forfeited. A detailed explanation of this process may be reviewed in the Alabama Administrative Code – Chapter 355-4-1(14). All protest communications filed via email must be sent to protests@purchasing.alabama.gov

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Alternate Bid Response

Unless stated elsewhere in this Invitation-to-Bid (ITB) the State of Alabama will accept and evaluate alternate bid submittals on any ITB's provided the response meets all bid requirements.

Internet Website Link's

Internet and/or website links will not be accepted in bid responses as a means to supply any requirements stated in this (Invitation-to-Bid) ITB.

Product Delivery, Receiving and Acceptance

In accordance with the Universal Commerce Code (Code of Alabama, Title 7), after delivery, the State of Alabama has the right to inspect all products before accepting. The State will inspect products in a reasonable timeframe. Signature on a delivery document does not constitute acceptance by the State. The State will accept products only after satisfactory inspection.

Sales Tax Exemption

Pursuant to the Code of Alabama, 1975, Title 40-23-4 (A)(11), the State of Alabama is exempt from paying sales tax. An exemption letter will be furnished upon request.

Invoices

Inquiries concerning invoice payments are to be directed to the receiving agency.

Bid Responses and Bid Results

Unevaluated Bid Responses are available on our website at www.purchasing.alabama.gov. The complete bid file will be made available for review in the Division of Purchasing by scheduling an appointment. We do not provide copies of bid files.

Foreign Corporation – Certificate of Authority

Alabama Law provides that a foreign corporation (an out-of-state company/firm) may not transact business in the State of Alabama until it obtains a Certificate of Authority from the Secretary of State. Section 10-2B15.01, Code of Alabama 1975. To obtain forms for a Certificate of Authority, contact the Secretary of State, Corporations Division, (334) 242-5324. The Certificate of Authority does not prevent the vendor from submitting a bid.

Alabama Preferred Vendor

A "Preferred Vendor" shall be a person, firm, or corporation that is granted preference priority by meeting all of the following criteria as established by the Code of Alabama Section 41-16-20.

Priority 1. Produces or manufactures the product within the State.

Priority 2. Has an assembly plant or distribution facility for the product within the State.

Priority 3. Is organized for business under the applicable laws of the State as a corporation, partnership, or professional association and has maintained at least one retail outlet or service center for the product or service within the State for not less than one year prior to the deadline date for the competitive bid.

Preferred vendor status must be indicated on the pricing page(s) of your bid response in order to be considered for preferred vendor preference. By signing this bid, you affirm that the item(s) indicated meet all three criteria of a preferred vendor.

Bid item(s) meeting the criteria of preferred vendor where pricing is within 1% of the lowest compliant bid may be considered for award by the awarding authority.

16000000061	Document Phase Final	Document Description ****Please review the Delivery Terms of this agreement.****	Page 11 of 12
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Proration:

Any provision of a contract resulting from this bid to the contrary notwithstanding, in the event of failure of the State to make payment hereunder as a result of partial unavailability, at the time such payment is due, of such sufficient revenues of the State to make such payment (proration of appropriated funds for the State having been declared by the governor pursuant to Section 41-4-90 of the Code of Alabama 1975), the contractor shall have the option, in addition to the other remedies of the contract, of renegotiating the contract (extending or changing payment terms or amounts) or terminating the contract.

Non-Appropriation of Funds:

Continuation of any agreement between the state and a bidder beyond a fiscal year is contingent upon continued legislative appropriation of funds for the purpose of this bid and any resulting agreement. Non-availability of funds at any time shall cause any agreement to become void and unenforceable and no liquidated damages shall accrue to the state as a result. The State will not incur liability beyond the payment of accrued agreement payment.

Administrative fee:

Awarded bidder(s) are to pay the State an administrative fee for all sales made under this contract. This fee will be 1 % (0.01) of the total dollar amount for all sales. The fee is to be paid each month before the 20th and will represent a single, one-time payment for all sales made in the prior month and as adjusted for errors associated with earlier months. This fee is not to be listed as a separate cost on invoices. The awarded bidder(s) will be required to provide a summary report each month before the 20th listing sales made during the prior calendar month. This report is to include the report contract number, purchasing entity, sales amount, and fee amount. A report is due even when there is no activity. This report is to be sent electronically to telecom.admin@isd.alabama.gov. A copy of the summary report is to also accompany the payment. The remittance is to be identified with the reporting month and contract number.

Remittance is to be payable to the "State of Alabama Department of Finance" and be sent to:

Alabama Department of Finance
Division of Accounting and Administration
PO Box 300658
Montgomery, Alabama 36130-0658

For internal information only: fee distribution 1% to the State Procurement fund and 0 % to the Finance ISD Revolving fund.

Contract period:

Establish a 12 month contract with an option to extend for a second, third, fourth, and fifth 12 month period with the same pricing, terms and conditions. The second, third, fourth, or fifth 12 month period, if agreed by both parties, would begin the day after the first, second, third, or fourth 12 month period expires. Any successive extension must have written approval of both the state and vendor no later than 30 days prior to expiration of the previous 12 month period.

Award:

Each awarded vendor must have an in-state account manager to answer all end-user questions, set up on-line accounts, and submit quotes for contract items. All calls and emails must be returned within (24) twenty-four hours after receiving the call or email from the buying entity.

Each awarded vendor must provide the vendor catalog and wholesale catalog, if requested, by the buying entity at no additional charge.

Delivery:

All deliveries must be shipped complete. Partial shipments are not acceptable, unless agreed by the end user, in writing, prior to delivery.

All deliveries must be inside delivery. Dock delivery is unacceptable unless agreed by the end user, in writing, prior to delivery.

All boxes within the carton must be packed and sealed firmly. Loose items are not acceptable.

Substitutions:

Substitutions are not acceptable, unless they are approved by Purchasing and the end user, in writing, prior to delivery. These substitutions must be equal or better than the original item.

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